11 October 1946

MEMORANDUM TO: Executive for Personnel and Administration.
SUBJECT: Washington Document Center.

1. As a result of the meeting held at ICAPS on 8 October 1946, reference the above subject, [   ] visited the Washington Document Center on 10 October. A discussion was held with the head Army and Navy Officers there as to organization, operations, and T/O requirements.

2. It is recommended that the following T/O be arranged for the period 1 December 1946 to 1 July 1947:

   a. **Navy:**

      Officers
      Enlisted   Including Waves)
      Civilians   Including [ ] Officers who are to be converted
          to civilian status.)

   b. **Army:**

      Officers
      Enlisted   (Including WACs)
      Civilians

   Any reduction in officer or Enlisted strength from that stated above should be compensated for by an increase in civilian strength.

3. The following action is required to arrange for the above T/O:

   a. **Navy:** Provision for the [ ] Officers and [ ] Enlisted; provision for conversion of [ ] Officers to civilian status; provision for taking over the [ ] civilians before 1 December 1946.

   b. **Army:** Provision for the [ ] Officers and [ ] Enlisted; provision for extending the budget arrangements for the [ ] civilians on and after 1 December 1946.

   c. Provision for setting up any additional civilian jobs required by the reduction of any of the above Officer or Enlisted strength.

4. Immediate steps should be taken to make the necessary security checks on the personnel now available at the Washington Document Center to fill the recommended T/O.
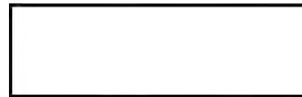
C O N F I D E N T I A L

ILLEGIB

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

CONFIDENTIAL

-2-

5. It is recommended also that [   ] be transferred immediately   25X1
from the Washington Document Center to CIC (ORE). The services of an
Officer entirely familiar with the Washington Document Center operations
are required by ORE to expedite the transfer of Washington Document
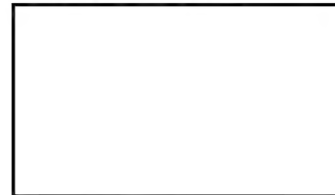Center to CIG prior to 1 December 1946.

                                                                         25X1

                                    ORE/WAP/mem

                          Distribution:
                                                                         25X1